

Group Contract
for
Communication and Project Implementation

Names and E-mails

Name	E-mail/phone	Best way to contact

- 1. What are some agreements your group would like to have to ensure an effective working environment? (8-10 is a reasonable number)**

Two examples are provided.

Coming to lab prepared (calculation on how to make solutions, previous data has been analyzed, etc.)
Listening to other group members and trying ideas other than my own

- 2. Assign each group member a role. Some suggestions are provided below, but you may come up with some of your own.**

File master: Keeps original copies of all documents for emergency back-up

Instrument Specialist: Receives training on programming and troubleshooting instrument and trains other group members.

Facilitator: Leads discussions during meetings.

Liaison: Contacts AI or professor with questions or dilemmas

_____ **(Other as needed):**

- 3. How will you support each other if someone isn't or can't keep the requirements of the contract? When will you need to notify your AI or Professor? What will you suggest to the Professor if a group member is not meeting their obligations in this contract?**

Signatures: